

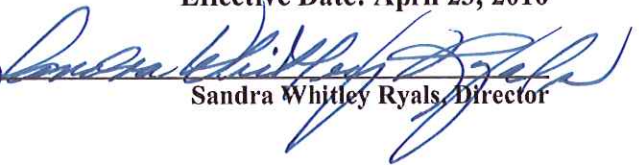
# Department of Health Professions

DIRECTOR'S POLICY # 76-6.1

## Recruitment and Filling Vacant Positions

Effective Date: April 23, 2010

Approved By:

  
Sandra Whitley Ryals, Director

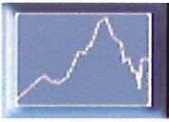
**Purpose:** To ensure that the Department employs procedures which result in an efficient and consistent competitive hiring process that promotes equal employment opportunity and a highly effective workforce.

**Policy:** A. The Director shall have final approval for appointing an individual to any position.

B. Applicants are to be selected on the basis of their ability to perform the duties of the position that they have applied for based on an objective evaluation of the applicant's job-related experience, education and ability to perform the job as may be evidenced by personnel records, evaluation of knowledge and skills, reference checks and interviews. Recruitment and hiring procedures based on race, sex, color, age, religion, national origin, veteran status, political affiliation, genetics, disability or other nonrelated criteria is prohibited. Positions will be screened based upon the qualifications established for the position and the criteria shall be consistently applied to all applicants. When requested, DHP shall provide reasonable accommodation throughout the hiring process to applicants with disabilities when such applicants are being considered for employment.

**Procedures:** A. Approval to Fill

1. All requests to fill vacant positions must be submitted through the Human Resource Officer to the Director for approval.
2. The Human Resource Officer and the hiring supervisor for the vacant position shall review the Employee Work Profile (EWP) prior to submission to the Director so as to ensure that the position is appropriately classified and to determine if any changes have occurred. Any educational qualifications required by law for the position and bona fide occupational qualifications (BFOQs) shall be identified.
3. Any changes in the duties assigned to the position as a result of this shall be reviewed by the Human Resource Officer and determined if changes are significant enough to warrant a re-classification. Additionally, the appropriate salary hiring range maximum shall be determined.



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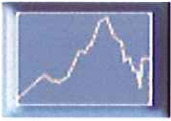
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4. The Director shall notify the Human Resource Officer and the hiring supervisor of approval, modification, or disapproval of each request to fill a position.

### B. Recruitment

1. Upon determining that the job is properly classified and approval to fill the position has been secured, the Recruitment Manager or Human Resource Officer shall recruit for the position. The method of recruitment may be discussed between the hiring supervisor and the Recruitment Manager or Human Resource Officer. This discussion shall also include a determination of Agency Internal Recruitment where only the agency's current employees apply, State Employees Only where only current state employees apply, or an Open Recruitment where all state employees and the general public may apply. The decision as to the recruitment option should be based on factors such as the diversity of DHP's workforce and the availability of qualified applicants.
2. Announcements for all positions shall be listed in the statewide Recruitment Management System (RMS) for a minimum of five (5) consecutive workdays, not counting Saturdays, Sundays, and holidays, except in the following situations:
  - a. Vacant positions available as placement or recall opportunities for employees affected by layoff (see DHRM Policy 1.30, Layoff);
  - b. Positions to be filled by applicants from the Re-employment Opportunity (RE-OP) Pool (see DHRM Policy 1.30, Layoff);
  - c. Positions to be filled by agency-initiated demotions, employee-requested demotions, reassignments within the Pay Band, non-competitive voluntary transfers or temporary assignments, where approval of employees' requests for non-competitive voluntary demotions or non-competitive voluntary transfers is at the sole discretion of agency management;
  - d. Positions similar to a position that has been advertised (same role, duties/work title, organizational unit, and geographic area/location) that become vacant or funded during the recruitment period or within 90 calendar days of the original position's closing date. In addition, for positions not listed in the Recruitment Management System under this exception, agencies may consider only applications in the original applicant pool.





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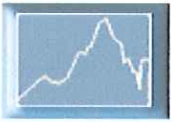
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3. The vacant position may be advertised in local or national newspapers, trade magazines, or other media. All job announcements must contain, at a minimum, title (Role title, an SOC title, a work title, or combination), qualifications to include KSA requirements, any educational qualifications required by law, any bona fide occupational requirements (BFOQs), job duties, any occupational certification or licensing required by law, notification that a fingerprint-based criminal history check will be required of the finalist candidate for the position, notification that the selected candidate must complete a Statement of Personal Economic Interests as a condition of employment, hours of work if less than 40 per week, with a note indicating whether health benefits are available, notification if the position is "restricted" or is funded only for a finite period of time, work location, position number, salary range to include the entire Pay Band, a partial Pay Band, no Pay Band, or the minimum salary only, along with the application cut-off date, telephone number and person to contact, and an Equal Employment Opportunity Statement. The hiring supervisor and the Human Resource Officer shall cooperate in preparing any vacancy advertisement.
4. Positions shall be announced based upon the availability of qualified applicants, the number of positions to be filled, review of the agency's work force plan, and agency business needs in one of the following methods:
  - a. For a fixed period of time, with a closing date specified in the announcement, where all applications received by the closing date must be considered, and those received after the closing date must not be considered;
  - b. Open-until-filled recruitment, but with a five-day required posting period when a suitable pool of applicants has been generated;
  - c. Continuous recruitment, for jobs with a large number of employees, high turnover or significant growth in the number of positions, or a history of lengthy or repeated recruitments due to difficulty in attracting qualified applicants.

### C. Selection

The Human Resource Officer shall review with the hiring supervisor all selection criteria and recommendations before submission to the Director.

1. All requests for employment shall be directed to the Human Resource Officer.



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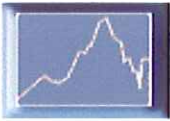
2. The hiring supervisor and the Human Resource Officer shall develop the specific job-related knowledge, skills and abilities required to perform the job prior to recruiting for the position.
3. The Human Resource Officer shall be responsible for reviewing all applications. Applications received after the cut-off date established by the Department may not be considered.
4. The Human Resource Officer shall evaluate each application against the job related screening criteria (KSA statements) before recommending those applicants who will be contacted for interviews. Past experience shall receive consideration if job-related, and the highest-ranking applicants shall be invited for an interview.
5. The hiring supervisor and the Human Resource Officer shall develop interview questions derived from those knowledge, skills and abilities deemed necessary to perform the duties of the position.
6. Consistent with the requirements of the Va. Code §§ 2.2-2903 and 15.2-1509, the veteran's military service shall be taken into consideration by the Commonwealth during the selection process, provided that such veteran meets all of the knowledge, skill, and ability requirements for the available position. Additional consideration shall also be given to veterans who have a service-connected disability rating fixed by the United States Veterans Administration. See DHRM Policy 2.10, Hiring, B. 1. b. Veterans, for the Veterans Preference Policy Guide. Additionally, if the position is filled using a scored test or examination, the grade or rating of an honorably discharged veteran must be increased by 5% or by 10% if the veteran has a service-connected disability rating fixed by the U. S. Veterans Administration.

### D. Interviewing

Preparation for conducting interviews is necessary to ensure that the interviews will obtain job-related information, do not violate EEO standards and will result in the selection of the best qualified individual.

1. Interviews, at the discretion of the Director, may be conducted by an individual or by a panel. Individuals who are not employees of the Department may serve





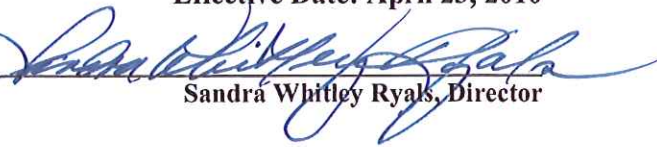
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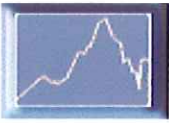
on interview panels after approval from Human Resource Officer and Agency Director. When a selection panel is used, panel members should represent a diverse population, become familiar with the basic responsibilities of the position for which they will interview applicants, normally be in the same or a higher Role than the position being filled, receive appropriate training, instruction or guidance on lawful selection before participation in the interview and selection process, and hold confidential all information related to the interviewed applicants and the recommendation or selection.

2. At the discretion of the Director, reasonable interviewing expenses may be reimbursed by the Department.
3. The Human Resource Officer shall advise each individual involved in the selection process of both the legal and Departmental requirements regarding the interview process. The Human Resource Officer shall provide written information regarding the agency's expectation on conducting interviews. The Human Resource Officer shall be available to confer throughout the interview process and, as appropriate, be present in an advisory capacity throughout the interview process.
4. Evaluation of each response and application will be done individually by each interviewer. Any questions regarding this process should be clarified with the Human Resource Officer prior to the formal interview process, if practical.

#### E. Reference Checks

Reference checks will be made routinely by the Human Resource Office. The hiring supervisor may conduct the reference checks only if approved by the Director. Every effort should be made, at a minimum, to elicit information from former supervisors. The following job-related data should be provided:

1. Name and title of person giving reference;
2. Employment dates;
3. Beginning and ending salaries;
4. Completed training;
5. Eligibility for rehire;
6. Position title and duties performed;
7. Performance (work experience, KSAs, competencies);
8. Verification of any license, certification or degree the applicant claims to possess.



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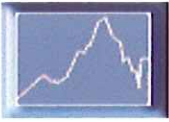
### F. Background Checks

It is a condition of employment that each employee undergo a fingerprint-based criminal history check, where finalist candidates must complete a release form separate from the state application form authorizing the agency to obtain the required information, submit to fingerprinting, and supply requested personal information to be used by the Department of State Police and the Federal Bureau of Investigation (FBI) in conducting the records checks. Agencies with positions identified as sensitive must establish procedures for submitting the final candidate's fingerprints and personal descriptive information to the Department of State Police. Additionally, current employees, including current hourly employees, who apply for transfer or promotion into sensitive positions will be subject to a fingerprint-based criminal history check.

### G. Appointment

1. The Human Resource Officer shall submit a memorandum with supporting attachments and recommendations to be forwarded to the Director for approval. Such documentation shall reflect the recommendations of the individual interviewers.
2. Upon completion of reference checks and approval by the Director, the Human Resource Officer shall make the job offer and confirm salary information, starting date, etc., with the selected candidate.
3. An offer letter from the Human Resource Officer shall be forwarded to the approved candidate. The letter shall contain all information relevant to the position, including starting salary and the candidate shall be required to sign this letter and return it to the Human Resource Officer, which shall constitute acceptance of the offer. This letter shall also avoid implying a contract or guarantee of employment for a particular period of time, and state the probationary period, if appropriate, along with explaining any required certification or training period that may apply. DHP shall also advise new employees of any planned furloughs, and provide a day and time for New Employee Orientation, to be conducted in Human Resources on the first day of employment, where policy and benefits-related information will be provided, along with forms completion, with records reviewed and verified to include form





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I-9, Child Support Enforcement, and notification of completion of mandatory Statement of Personal Economic Interest within the year.

4. After the offer has been accepted, the Human Resource Officer shall notify all other candidates, in writing, of the Department's decision to select another candidate.

### H. Record Keeping

The Human Resource Officer shall be responsible for preparing and maintaining selection records, which include:

1. Position description;
2. Recruitment sources;
3. Copies of advertisements;
4. Applications of applicants;
5. Race and gender data on all applicants;
6. Screening and selection criteria;
7. Interview questions and notes of applicants' responses;
8. References;
9. Any documentation supporting selection or addressing non-selection;
10. Documentation supporting the salary determination (retain indefinitely); and
11. Any correspondence to or from applicants.

### I. Responsibility

The Human Resource Officer is responsible for managing the Department's recruitment and selection process and for ensuring that the recruitment and selection process is uniformly and equitably adhered to. Records must be retained and/or destroyed in accordance with the guidelines established by the Library of Virginia, and fingerprint-based criminal history data must be retained or destroyed appropriately.